

Introduction to the Maricopa County Assessor Parcel Viewing Website

Figure 1 below shows the default screen for the Maricopa County Assessor Parcel Viewing website. In the upper right hand corner is the toolbar/search window. This window is the starting point from most of the actions on this website.

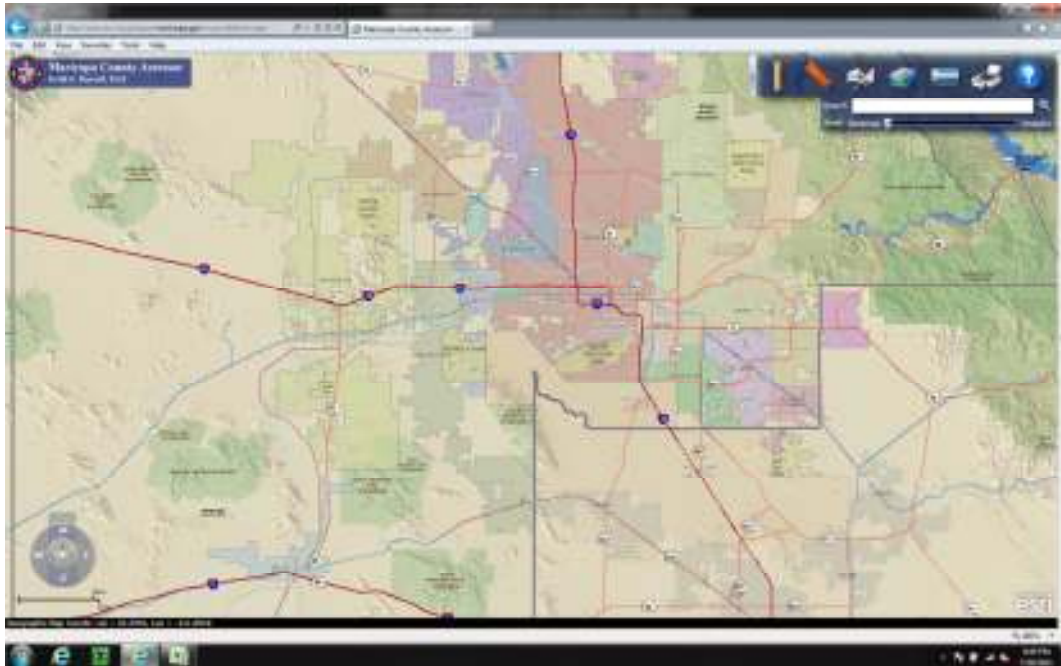


Figure 1

The first line of this window is a toolbar consisting of a series of icons that control certain functions and settings on the website.



Enable Measuring Tool – Enables the measuring tool that allows you to either draw and measure lines on the map, or obtain the Latitude and Longitude of a selected point on the map.



Add Bookmark – Allows you to save up to twenty different map views for future reference.



Buffer Window - Allows you to select a buffer distance around a selected parcel. When you click run, it will select all parcels that at least partially fall within than buffer distance.



Layer Visibility Window - Allows you to turn on and off different map features including:

Parcel – Gradually turn on or off the parcel outlines by moving the slider bar

Parcel Labels – Gradually turn on or off the labels on parcels by moving the slider bar

Land Use – Gradually turn on or off the zoning visibility by moving the slider bar

Floodplains

- Floodplains and Floodway information are located on the Land Use layer. Not all features are available at all scales.
- The legend for the Flood information is:



Zoning

Zoning can be found in two places.

- General zoning can be found on the Land Use layer. Not all features are available at all scales.
- The legend for the Zoning information is:



Parcel Specific zoning can be found on the Parcel Information Screen for a given parcel by looking on the Info tab. The zoning will be the sixth row of information for the parcel and will be the jurisdictions specific zoning for that parcel.

Street Names – Gradually turn on or off the visibility of street names

Imagery Year – Allows you to select the year of aerial photos to display when Imagery has been enabled. The current Imagery set is the current year and two previous years.

Basemap Option- Allows you to toggle between the default Maricopa Basemap, or the ESRI Topography Basemap.

Overview Map – Allows you to hide or show the overview map. Showing this will show the current viewable map area within a wider view of the map. You can click on the current view and draw it on the overview map to move to that area.



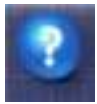
Print Map - Allows four different options

Print (report style, single parcel) - Prints a portrait map from an altitude of 1500 feet along with detailed parcel information.

Print (map view) - Launches a separate browser windows with the current view in a .png format, then launches the windows print dialog. You can print the current view, or click Cancel on the print dialog, then right click on the image and copy it to the clipboard to then paste into another application.

Save Map Image to File – Launches a dialog box to giving you the option to either open the image, or save the image. If you choose open, it will open the image in a .png format in your default program for viewing images. If you choose save, the save dialog will open allowing you to name the image and save it.

Export to CSV (comma delimited values) file – Allows you to save the Owner and mailing information for all selected parcels to a comma delimited .txt file that can then be imported into other programs. This file will include the following information: Owner, Mail Address, Mail City, Mail State, Mail Zip, Mail County, Parcel # (APN)



Help/Feedback – Allows you to access the Help documentation for the website, or to provide feedback to the Maricopa County Assessor on the website.

Below this row of Icons is the Single Line Search box. More detail on the search functionality can be found below under the Searching for Parcels section.

Below the search box is the slider to allow the gradual transition between the Basemap and Imagery (aerial photography). Imagery for the current year and the previous two years are available. For viewing imagery prior to this time period you can visit the Maricopa County Flood Control District's website at [HTTP://www.fcd.maricopa.gov/Maps/gismaps/apps/aerialsorder/application/index.cfm](http://www.fcd.maricopa.gov/Maps/gismaps/apps/aerialsorder/application/index.cfm) This website allows the viewing of aerial photography as early as 1930.



The collapse Icon is found on the left side edge of the tool bar. Clicking on this Icon will hide the toolbar. If you click on this icon while the toolbar is hidden, it will cause the toolbar to open again.



The compass can be found in the lower left portion of the application. There are several actions that can be done via the compass.

Panning – By clicking on the directions, you can pan the viewable map in that direction. For example, clicking on the N will cause the map to pan to the North.

Rotating – If you click and hold the mouse button down while the cursor is on the globe inside the directions, you can by moving your mouse, rotate the orientation of the map.

If you click on the small up arrow above the N directional symbol, you will open a sub-control window. In this window, you can drag the slider bar up and down to zoom in and out. You can also click on the + and – magnifying glass to zoom in and out. You can click on the globe to return to the full county wide map, or you can click on the compass icon to re-orient the map back to the default setting with North being up.

Searching for Properties

This section will cover the basics of searching, selecting and looking at information on parcels within Maricopa County.

Single Line Search

The primary means of searching for parcels is via the Search windows mentioned earlier. This is a single line search feature which means that a variety of inputs can be typed in to search for.

Searches that can be performed include:

Parcel number (with or without dashes)

Address

Intersection

Owner name

Subdivision Name

MCR name/number

Zip code

Personal Property Account Name

Personal Property Account Number

Once a search has been entered, directly below the search box, a small box will appear as seen in Figure 2 below. This box will display the number of results from the search that was just performed.

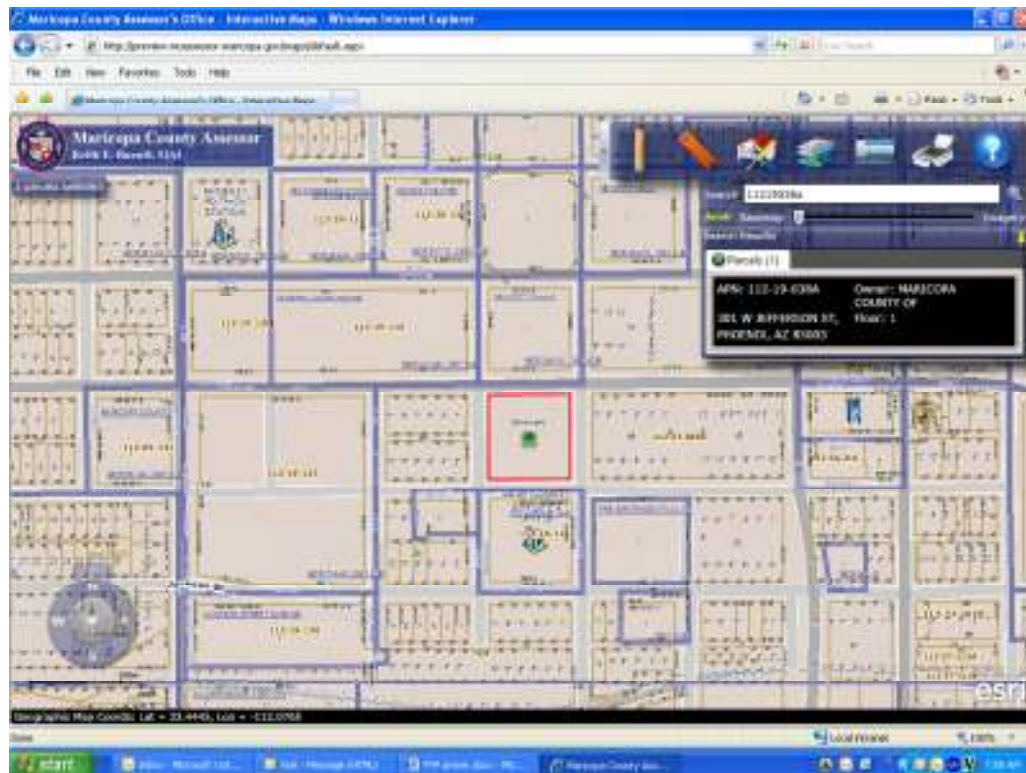


Figure 2

Depending on the search criteria, this box could contain multiple returns, as well as multiple tabs. The tabs will be grouped based on what the hit or find was. This could be Parcels, Addresses, Subdivisions, and Personal Property Accounts etc. You can move between that tabs and the individual returns under each tab to select the parcels you want to select.

If the cursor is hovered over that box, basic information about the returned parcel will appear. This consists of the parcel #, Address and Ownership of the parcel.

Clicking the mouse on this box will highlight, zoom into and center this parcel on the map as seen in Figure 2 above. If you move your cursor away from this dialog box, it will collapse again. If you click on the yellow stickpin in the top right corner of the box, it will pin this window open until you unpin it again by clicking on it.

In the upper left hand part of the map, you will now see a small label notifying you that 1 parcel is selected.



If you move your mouse over this label, it will open the full parcel information screen as seen in Figure 3 below. This parcel information window will close if you move your cursor off of it. If you want it to remain open, click on the yellow pushpin in the upper right corner. Click on the pushpin again to release this feature.

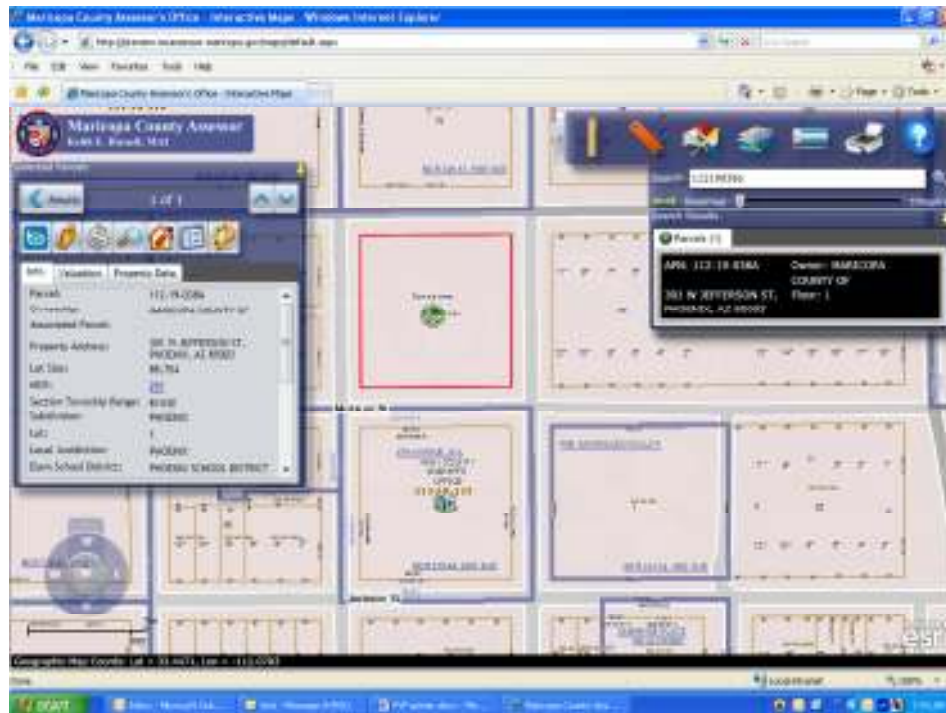


Figure 3

Along the top of the parcel information window are a series of seven icons. Hovering your cursor over each icon will give a description of what it is.

1. Bing Bird's Eye View – Launches a separate browser windows displaying the Bing Maps Bird's Eye View of the parcel if available.
2. Google Street View – Launches a separate browser window displaying the Google Street View of the parcel if available.
3. Tax Information – Launches a separate browser windows linking to that parcels tax information on the Maricopa County Treasurer's website.
4. Find Similar Parcels – Launches a separate browser window that links to another Assessor webpage that displays similar residential parcels to the selected property.
5. View Sketch Information – Launches a window that will display the first floor of the Assessor sketch for that parcel.
6. Glossary – Launches a separate browser window that displays a general glossary of property assessment terms.

7. Highlight Parcel – Allows you to customize the color of the highlight for a parcel by choosing from the available colors.

Directly below these Icons there are three property information tabs. These are:

Info – This tab includes the following information: (Use the scroll bar on the right side of the box to navigate up and down)

Parcel #
Ownership info
Associated Parcels (if applicable)
Property Address
Lot size
Zoning
MCR # - MCR # is hyperlinked to the Maricopa County Recorder's website for additional information
Section/Township/Range Information
Subdivision Name
Lot #
Local Jurisdiction Information
Elementary School District Information
High School District Information
Tax Area Code
Property Use
In Care of Information (if applicable)
Conto Ownership Information (if Applicable)
Owner Mailing Address
Most Current Deed # (deed # hyperlinked to recorded document on the Maricopa County Recorder's website)
Sale Price (sales price hyperlinked to recorded document on the Maricopa County Recorder's website)
Sales Date

Valuation- This tab shows the last five years worth of valuation information for a property.

Property Data- This tab will show different information based on the property selected.

For Commercial Properties, this tab will list the commercial improvements that exist for the property.

For all other property types this tab will show additional information for the property including: (Use the scroll bar on the right side of the box to navigate up and down)

Construction Year
Imp. Quality Grade
Sq/ft of Living Space
Exterior Walls
Roof Type
Cooling
Heating
Physical Condition

Covered Parking
Number of Patios
Patio Type
Pool

Moving around on the Map

In this section, we will look at the basics of moving around on the map.

Zooming

There are several ways within the application to zoom the map in and out.

1. If you are using a mouse with a scroll wheel, you can roll the wheel forward to zoom in, and wheel it back to zoom out.
2. You can click the small up arrow above the N on the compass in the lower left part of the screen. This will bring up a small window that has slider bar you can move up and down to zoom in and out. Additionally, to the right of this slider will be two magnifying glass icons, one with a + in it for zooming in, and one with a – for zooming out.
3. If you want to zoom in on the map, you can while holding down shift key draw a box with the mouse by holding the left mouse button down and drawing a box. When you have drawn the box with the mouse, release and the map will zoom to the box you drew.

Panning

Like the Zoom function mentioned earlier, there are several ways to pan or scroll around the map in the new application.

1. Using your mouse, click and hold the left mouse button down while your cursor is on the map. While keeping the mouse button down, drag or move your mouse in the opposite direction that you want to the map to scroll.
2. Click on the directions on the compass in the lower left corner of the screen and the map will pan in the direction you just clicked. For example, if you click on the E on the compass, the map will scroll to the East.
3. Under the Layer Visibility Icon mention earlier, there is the option to Show/Hide the Overview Map. If the Overview Map is enabled, you can click and drag the viewable map around a larger map within the Overview Map.

Selecting Individual Parcels

At least one parcel must be selected to be able to view the detail information for it. As with most functions in this application, there are several ways to select a parcel(s).

1. The basic way to select a parcel is to do a search via the single line search. Once a search is performed, the number of results will appear just below the search box. Regardless of the number of returns, when you hover your cursor over the results box, and click on one of the results in that box, that parcel will be selected, highlighted and zoomed into.
2. You can also select any parcel by clicking on it on the map. If you have the parcel information windows pinned open, the detail information will show for whichever parcel or parcels are selected.

Selecting Multiple Parcels

There are several ways to select multiple parcels.

1. On the map, you can hold down the Ctrl key, and while that key is pressed, you can draw a box with your mouse by holding the left mouse button down and drawing and dragging a box with the mouse. All parcels that partially fit within this box will now be selected and highlighted.
2. Hold down the Ctrl key and click on multiple parcels one at a time to select them.
3. Use the buffer window mentioned earlier to create a buffer around a parcel and have all parcels that fall at least partially within that buffer be selected. The buffer window icon is found in the main control window in the upper right hand part of the screen.

Once you do any of the methods just mentioned, you will see that the small dialog under the Maricopa County Assessor logo will display the number of parcels you selected.

If you hover over that dialog box the detail information window will appear for the first selected parcel. At the top, you will see three items not covered before.

1. You will see a button with a left arrow and the word Results. If you click on this button, it will show a listing of all of the parcels you have currently selected. You can click on any of these parcels, and the parcel detail information will be displayed for that parcel.
2. Next to the button mentioned above, you will see a counter that will tell you which parcel you are currently looking at out of the total number of selected parcels.
3. Next to the counter are an up and down arrow. This allows you to scroll sequentially through the selected parcels to see the detail information without having to leave the detail information window.

Creating a Mailing List

Creating a file for a mailing list is very easy in the Parcel Viewer application.

1. Use any of the methods above under Selecting Multiple Parcels to select the list of parcels that you want to have the owner and mailing information for.
2. Click on the Printer Icon from the toolbar and chose the last option – Export to CSV (comma delimited values) file.
3. The save as dialog box will appear, choose the file name you want, and where you want the file saved to and click OK.
4. You can now open this file with any application that can read a comma delimited text file.